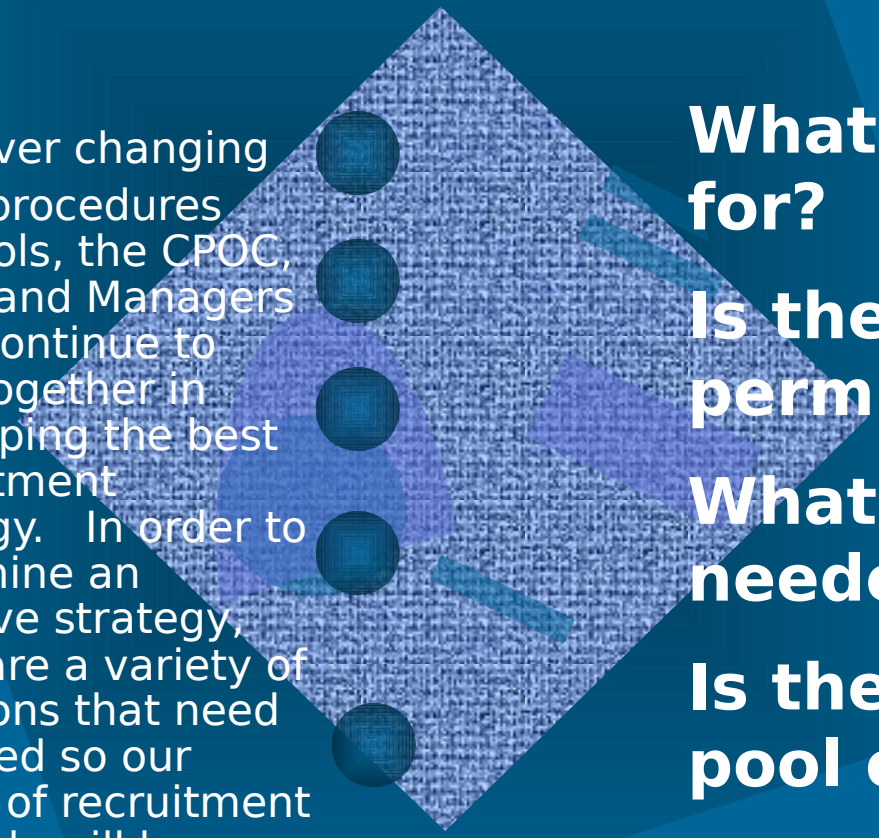
Delegated Examining – Resumix

United States Army
Individual
Installation
U.S.ARMY
HR Solutions
Command
Civilian Human Resources Agency

CHRA

26 August 2004

What is a Recruitment Strategy?



With ever changing roles, procedures and tools, the CPOC, CPAC, and Managers must continue to work together in developing the best Recruitment Strategy. In order to determine an effective strategy, there are a variety of questions that need be asked so our choice of recruitment methods will be more efficient and effective.

What skills am I looking for?

Is the position temp or perm?

What education level is needed?

Is there a strong local pool of candidates?

What is the BEST recruitment SOURCE for

Internal or External Recruitment?

- **Is there a requirement to recruit to the general public?**
- **What is the history on internal recruitment for this position?**
- **What should my area of consideration be?**

RECRUITMENT SOURCES
AREAS OF CONSIDERTION

REINSTATEMENT ELIGIBLES

VETERANS PROGRAMS VRA, VEOA 30%

FEDERAL WIDE

ARMY-WIDE

TEAM REDSTONE

COMMAND

TRANSFER ELIGIBLES

OPM CERTS DEU LISTS

HANDICAPPED PROGRAM

EO 12721 FAM MEMB

OTHER SOURCES

DEU/Resumix Tool

Once the decision has been made to recruit to the general public, there is a new automated tool to do the job, replacing the current paper process. The automated DEU/Resumix Tool will have benefits for all. Here are a

- ✔ **No paper crediting plans & KSA's**
- ✔ **One Job Analysis Process for both internal and external**
- ✔ **Use of Weighted Skills**
- ✔ **Receive referrals Faster**
- ✔ **Receive and return referrals via AKO**
- ✔ **Similar electronic process to internal recruitment.**
- ✔ **Receive internal and external referrals simultaneously**

Key Features

- ✔ **Weighted Skills**
- ✔ **Electronic Certificate**
- ✔ **Notice of Ratings - ANSWER**
- ✔ **Electronic Case Folder**

Benefits of an Automated System

- ✔ **Eliminate KSAs**
- ✔ **Simultaneous internal & external announcements/certificates**
- ✔ **One recruitment process**
- ✔ **Weighted skills make better distinctions among candidates**
- ✔ **Customer Focus Branch controls entire recruitment process**
- ✔ **Manager receives/returns certificates thru AKO**

Benefits of an Automated System

- ✔ **Eliminate KSAs**
- ✔ **Simultaneous internal & external announcements/certificates**
- ✔ **One recruitment process**
- ✔ **Weighted skills make better distinctions among candidates**
- ✔ **Customer Focus Branch controls entire recruitment process**
- ✔ **Manager receives/returns certificates thru AKO**

DEU/Resumix Tool
Benefits for Applicants

- ✔ **No expense of sending multiple bulky application packages to several locations**
- ✔ **One Central Resume Processing Center**
- ✔ **Fast Feedback thru ANSWER**
- ✔ **One resume kept on file-change/update as needed**
- ✔ **Documentation needed upon selection-less paperwork at time of application**

Comparison – Old vs. New

OLD

- **SF-39**
- **Hard-copy application**
- **Hard-copy crediting plan**

- **Manual scoring of KSAs**
- **Manual notice of rating**
- **Manual referral list**
- **Manual selection process**
- **Manual case folder**

NEW

- **RPA & gatekeeper**
- **1 resume w/self-noms**
- **Job analysis with automated skill search plans**
- **Automated scoring**

- **Answer**
- **Automated web-referral**
- **On-line selection process**
- **Automated case folder**

Basic Resumix Terminology

Resumix for Merit Promotion

***Required* Skills**

***Desired* Skills**

Resumix for Delegated Examining

***Basic Skill* - Skill with a weight of 1**

***Fundamental Skill* - Skill with a weight of 2 through 6**

The Process

1. Manager identifies vacancy, submits RPA & Gatekeeper Checklist
2. CPOC conducts job analysis; works with manager to refine & weight skills and issues vacancy announcement
3. Applicants submit resume &/or self-nominate
4. CPOC identifies applicants who self-nominated
5. CPOC begins 4-Step Rating Process

The Process (cont'd)

6. CPOC determines eligibility for applicants within reach on referral
7. CPOC issues certificate
8. Manager makes selection
9. CPOC verifies eligibility on selectee
10. EOD date established

The Rating Process

4-Step Rating Process

- Initial screening for minimum skills or education

THEN

- Initial score based on percentage of skills matched

THEN

- Additional points based on total number of matched skills and those more heavily weighted

THEN

- Additional veterans preference points

RESULTS IN…….

FINAL SCORE!

Weighted Skills

Fundamental **skill(s):**

Critical skill(s): weight of 5 or 6

Important skill(s): weight of 2, 3 or 4

Basic **skill(s): weight of 1**

Total Skills:

- Minimum: 3 fundamental skills
- Maximum: 20 skills

Resumix for Merit Promotion

Skill Plan

Classification D
Regulations D
Research D
Recruitment R
Consulting D

HR Specialist, GS-201

Referral

First Applicant 5
Second Applicant 5
Third Applicant 4
Fourth Applicant 3
Fifth Applicant 2

Resumix for Delegated Examining

Skill Plan

Classification 4
Regulations 4
Research 3
Recruitment 6
Consulting 1

HR Specialist, GS-201

Referral

First Applicant 96
Second Applicant 92
Third Applicant 90
Fourth Applicant 89
Fifth Applicant 72

Rating Process: Step 1

Initial Screening:
Applicant advances if s/he…

- ✔ Meets minimum percentage of skills (0 or 20%)

OR

- ✔ Meets Education Substitution

Examples

- ✓ **Applicant matches 10% of skills**
  - ☒ ***Eliminated*** from consideration

- ✓ **Applicant matches 10% of skills & *has a degree***
  - ☑ ***Advances*** to next step

Rating Process: Step 2

Determine Initial Score

Matches 50%or more of Fundamental Skills = 90 Points

Matches 30-49% of Fundamental Skills = 80 Points

Matches <30% of Fundamental Skills = 70 Points

Example

15 skills identified as fundamental

*** 8 skills matched - score of 90**
*** 6 skills matched - score of 80**
*** 4 skills matched - score of 70**

All applicants move on !!

NOTE: FOR CATEGORICAL DEU REFERRALS, THIS WOULD BE THE FINAL SCORE. FOR SCOR
ORDERED LISTS, MOVE ON TO THE NEXT STEP.

Rating Process: Steps 3 and 4

Step 3

Augmented Score

1-9 additional points based on total number and weight of skills

Step 4

Final Score

Augmented Score plus 5 or 10 veterans preference points

Example

Initial Score : 90

Augmented Score: + 7 points = 97

Veterans Preference Points: + 10 = 107

***Final Score*: *107* (CP* Veteran)**

* CP - Compensable Preference

Eligibility Determination

- **Determine eligibility for those within reach for referral**
  - **Specialized experience**
  - **Positive education requirements**
  - **Selective placement factors, if applicable**
  - **Other special requirements such as licenses, credentials**

Certification Phase

Web-Certificate

- Applicants are referred in proper score & veterans preference order
- Breaks numerical ties according to selected method:
  - ☑ Name request
  - ☑ Random number matched against SSN

Referral Worksheet

Referral List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Address https://128.190.160.170/webcert/apps/default.asp Go Links

CPOC REFERRAL LIST

Print E-mail **Manager E-mail -** selecting.official@us.army.mil **Copy To E-mail(s) -** cpac@us.army.mil

Date:	8/2/2004, Generated by E-mail : lisa.ewing@us.army.mil		
Ref. List Issued Date:	08/02/2004	**Date Due:**	08/16/2004 (format: MM/DD/YYYY)
Certificate #:	NE-TNG12	**Certificate Type:**	----- Please Select ----
Position Title:	CARPENTER		
PP-Series-Grade:	WG - 4607 - 9	**Target Grade:**	9
Organization:	Ft Sam Houston	**# Vacancies**	1
CPOC Rep:		**CPOC Phone:**	
CPAC Rep:	Mary Alice Gutierrez	**CPAC Phone:**	210-221-0753
RPA Number(s):	02OCT3FR06X000142499		

Special Instructions

REFER	NAME	FINAL	VET	RESUME	PHONE NO.	PHONE TYPE
☑	Smith, Jerry	93	CP	[View - Edit]	210-690-3923	Home
☑	Hunt, Gilbert	93	CPS	[View - Edit]	910-326-2242	Home
					910-451-3010	Work
☑	Clark, Thomas	100	TP	[View - Edit]	210-320-8315	Home
					210-698-6156	Work
☐	Jensen, Mark	88	TP	[View - Edit]	409-834-6269	Home
					409-833-8034	Work
☐	Davis, Herbert	88	TP	[View - Edit]	210-6617445	Home
					210-3651602	Work

Referral List Query Internet

Cover Sheet for Certificate

DEU Certificate # NE-TNG13 (2 Attachments) - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply | Reply to All | Forward

From: robin.carper@us.army.mil
To: robin.carper@us.army.mil
Cc: lisa.ewing@us.army.mil
Subject: DEU Certificate # NE-TNG13 (2 Attachments)

Sent: Fri 7/30/20[illegible] PM

DEU Certificate # NE-TNG13

Enclosed is a Delegated Examining Certificate. There are special rules that are to be followed for this particular referral. These rules pertain to veterans' preference and selection from the three highest ranking candidates, known as the Rule of Three.

A. The first attachment contains a certificate of eligible applicants and lists all qualified candidates in score order. To open this file, double click the PDF attachment.

B. The second attachment contains the resumes for each person on the list in the first attachment. To open this file, double click the 2nd PDF attachment.

The information on the certificate of eligibles is for U.S. Government use only. Treat certificates, including qualification statements and other attached papers, as privileged information. Return certificates to the issuing office BY THE EXPIRATION DATE.

Special Rules for selections:

The 'Rule of Three' means that you must consider the top three candidates before you can consider any additional candidates on the certificate.

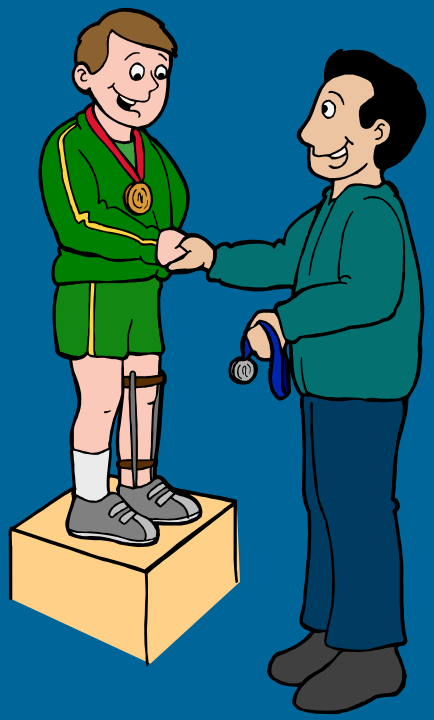
You cannot consider any other candidate (i.e., candidate #4, 5, 6, etc.) unless:
* one of the top three candidates has declined your position, OR
* one of the top three candidates has failed to respond to a written, telephonic, or electronic inquiry of interest and availability, OR
* one of the top three candidates has been selected.

- As a selecting official, you must select from the highest 3 individuals available.
- You may NOT pass over (non-select) a veteran to select a non-veteran unless reasons for non-selection are approved by OPM (CPS veterans) or

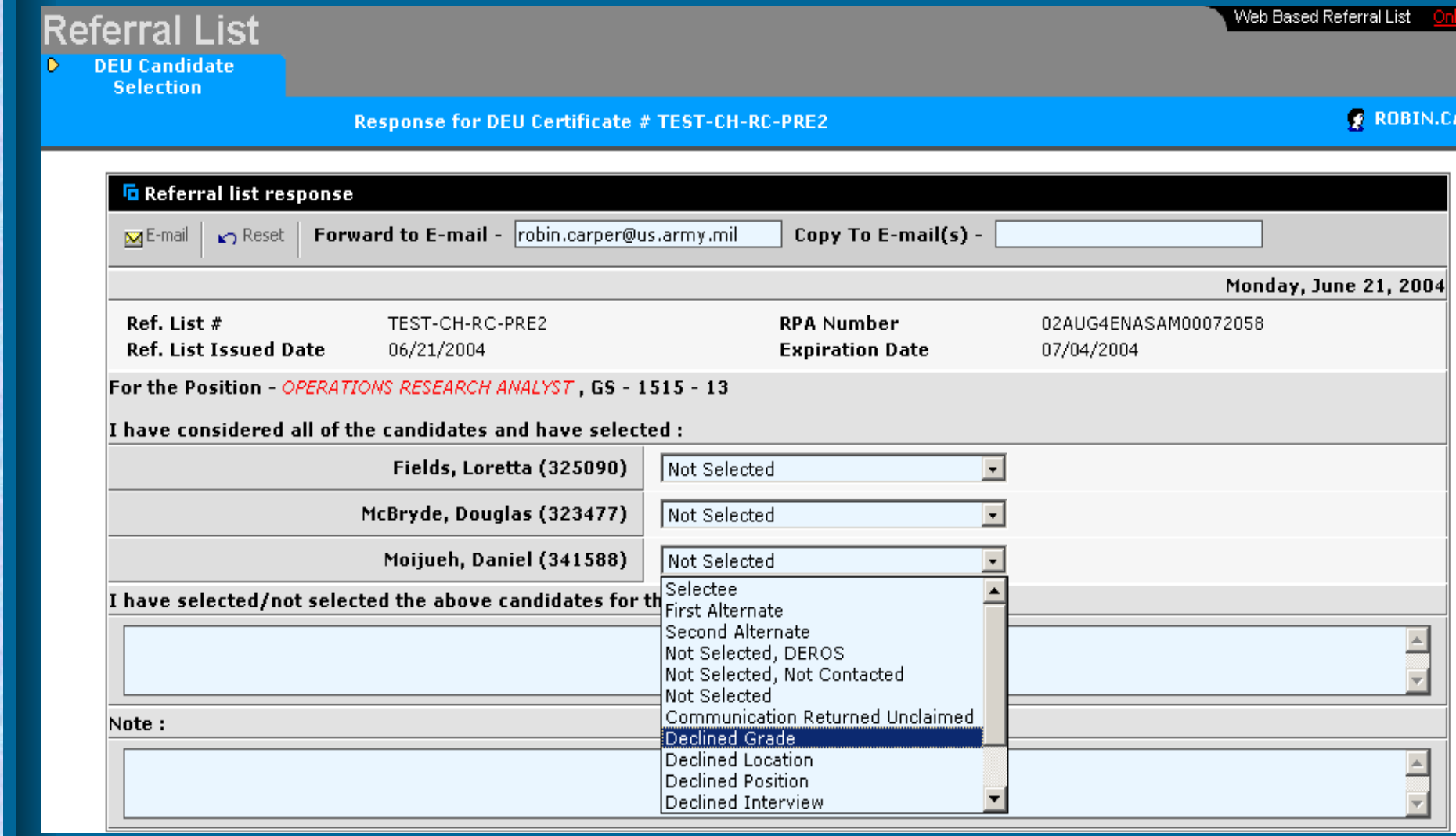
Referral_Lis... (85KB) Resumes.pdf (12KB)

Start | NE Region Tools | Inbox - Micros... | Microsoft Pow... | Welcome to M... | Army Regional... | DEU Certifica... | 3:16 PM

Selection Phase



Annotation of Selection



Processing Selection

- CPOC makes final eligibility check on selectee
  - Selectee provides proof of eligibility / documentation within 3 days of tentative job offer
    - DD Form 214
    - SF-15
    - College transcripts
    - Etc.
  - CPOC reviews documentation and verifies eligibility
- Final offer made after CPOC completes verification process
- EOD date established

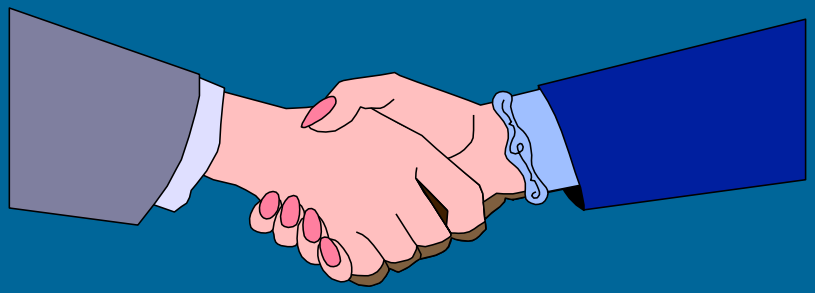
Delegated Examining Unit

- ✓ Reviews and adjudicates objections & passovers
- ✓ Coordinates external audits (OPM, DOD)
- ✓ Audits a random sample of case files/ certificates
- ✓ Serves as DE SME for the region
- ✓ Administers ACWA for the region

CPAC's Role

- ✔ **Ensures selectee provides documentation upon tentative job offer**
- ✔ **Provides documentation to CPOC**
  - **Documentation must be received and reviewed by CPOC prior to establishing EOD date**
- ✔ **Provides overall advice and assistance to managers, to include differences between internal and external Resumix procedures**

Resumix is the Army Tool that allows the HR community to better meet the needs of our customers



ANY QUESTIONS